

SIGN IN SHEET

IFB PMB-2011-15	FURNISH SECURITY SERVICES AT KALAKAUA HOMES, MAKUA ALII AND PAOKALANI UNDER ASSET MANAGEMENT PROJECT 34 ON THE ISLAND OF OAHU
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA, Contract and Procurement Office located at 1002 North School Street, Building D, Honolulu, HI 96817 when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.

Pre-Bid Conference and Site Inspection:	Thursday, April 28, 2011, 9:00 a.m. Hawaii Standard Time (HST) at the Kalakaua Homes Community Hall; 1541545 Kalakaua Ave., Honolulu, Hawaii 96826. Site inspection to follow at approximately 10:00 a.m. HST	
Bid Forms Due Back:	Due before <u>10:00 a.m. HST on Thursday, May 18, 2011</u> at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, HI 96817.	
Bid Opening:	Thursday, May 18, 2011	At 10:15 a.m. HST at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.
<div style="text-align: right; margin-bottom: 10px;">Date: _____</div> <div> Company: _____ Address: _____ Bus. No. _____ Cell No. _____ Fax No. _____ Contact Person: _____ </div>		

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- | | |
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| <input checked="" type="checkbox"/> Hawaii Compliance Express, Certificate | <input checked="" type="checkbox"/> Corporate Resolution indicating who is authorized to sign bid documents & contracts |
| <input checked="" type="checkbox"/> Wage Certificate | |

The following shall be submitted prior to award of contract, no later than June 15, 2011

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| <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |